Voucher Examiner (PSU) 2 positions (T)

Voucher Examiner (PSU) 2 positions

Computer Management Assistant (LAN) (T)

Computer Management Assistant (LAN)

FSN#2010/03 (T)
Voucher Examiner (PSU) 2 positions

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-6; FP-8 (Trainee)

OPENING DATE: January 8, 2010

CLOSING DATE: January 28, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:
Not Ordinarily Resident (NOR): FP-8
Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment. Ensure the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with program officials and vendors/contractors. Verify all vouchers prior to sending for pre-certification by the lead Voucher Examiner. The incumbent may be required to work on a flexible schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(2)** For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Business Administration, Accounting, Finance, or related field; **(2)** Six months of progressively experience responsible work in financial management support; **(3)** Level IV (Fluent) speaking/reading/writing English and Thai; **(4)** Must possess working knowledge of automated accounting and

financial management concept; **(5)** Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint.

SELECTION PROCESS:
When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JANUARY 28, 2010

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FSN#2010/03
Voucher Examiner (PSU) 2 positions

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7

OPENING DATE: January 8, 2010

CLOSING DATE: January 28, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:
Not Ordinarily Resident (NOR): FP-7
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment. Ensure the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with program officials and vendors/contractors. Verify all vouchers prior to sending for pre-certification by the lead Voucher Examiner. The incumbent may be required to work on a flexible schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(2)** For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Business Administration, Accounting, Finance, or related field; **(2)** One year of progressively experience responsible work in financial management support; **(3)** Level IV (Fluent) speaking/reading/writing English and Thai; **(4)** Must possess working knowledge of automated accounting and financial management concept; **(5)** Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint.

SELECTION PROCESS:
When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JANUARY 28, 2010

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FSN#2010/09 (T)
Computer Management Assistant (LAN)

OPEN TO: All interested candidates

POSITION: Computer Management Assistant (LAN), FSN-7; FP-7 (Trainee)

OPENING DATE: January 22, 2010

CLOSING DATE: February 4, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:
Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant (LAN) in its Information Resources Management Office/Information System Center (IRM/ISC), located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Under the direction of the local LAN Operations Manager, provides technical support to Embassy and Consulate staff on the use of computer systems resources. The work involves adapting various work processes to LAN system capabilities and ensuring that the Local Area Network supports Mission operations and facilitates the use of computers to meet Mission goals. Provides user support, LAN and PC troubleshooting, and when necessary provides some user training.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(2)** For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Computer Science, Engineering, Management Information Systems (MIS) or a closely related field; **(2)** Minimum two years of experience in a complex PC, Local Area Network (LAN), and Wide Area Network (WAN) environments; **(3)** Level IV (Fluent) speaking/ reading/writing in English and Thai; **(4)** Must be proficient in the operation, support and troubleshooting of the Microsoft suite of server based products, i.e, Windows 2003 Server, Windows XP, Exchange, Microsoft SQL server etc; **(5)** Must be able to maintain all LAN components, including hardware, cables, disk operating software, applications and utilities software, various interface cards, hard disk drives, and PCs.

SELECTION PROCESS:
When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: FEBRUARY 4, 2010

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Computer Management Assistant (LAN)

OPEN TO: All interested candidates

POSITION: Computer Management Assistant (LAN), FSN-8; FP-6

OPENING DATE: January 22, 2010

CLOSING DATE: February 4, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:
Not Ordinarily Resident (NOR): FP-6
Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant (LAN) in its Information Resources Management Office/Information System Center (IRM/ISC), located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION

Under the direction of the local LAN Operations Manager, provides technical support to Embassy and Consulate staff on the use of computer systems resources. The work involves adapting various work processes to LAN system capabilities and ensuring that the Local Area Network supports Mission operations and facilitates the use of computers to meet Mission goals. Provides user support, LAN and PC troubleshooting, and when necessary provides some user training.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(2)** For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Computer Science, Engineering, Management Information Systems (MIS) or a closely related field; **(2)** Minimum three years of experience in a complex PC, Local Area Network (LAN), and Wide Area Network (WAN) environments; **(3)** Level IV (Fluent) speaking/ reading/writing in English and Thai; **(4)** Must be proficient in the operation, support and troubleshooting of the Microsoft suite of server based products, i.e, Windows 2003 Server, Windows XP, Exchange, Microsoft SQL server etc; **(5)** Must be able to maintain all LAN components, including hardware, cables, disk operating software, applications and utilities software, various interface cards, hard disk drives, and PCs.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: FEBRUARY 4, 2010

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